

 **AMBITION** | **RESPECT** | **BELONGING** 



## Sir John Thursby Community College



**Candidate Information Pack**  
**Female Teaching Assistant 2a/2b**

## Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg ([s.rigg@sirjohnthursby.lancs.sch.uk](mailto:s.rigg@sirjohnthursby.lancs.sch.uk)) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw  
Headteacher

Sir John Thursby Community College  
Eastern Avenue, Burnley, BB10 2AT  
Tel: 01282 682313  
Email:  
[recruitment@sirjohntursby.lancs.sch.uk](mailto:recruitment@sirjohntursby.lancs.sch.uk)  
Website: [www.sirjohntursby.lancs.sch.uk](http://www.sirjohntursby.lancs.sch.uk)  
Headteacher: Mr M Renshaw

**Female Teaching Assistant 2a/2b (dependant on experience)  
(with personal care duties)  
32.5 hours per week (8:15–15:15 Mon-Fri), TTO + 1 week  
1 permanent post, 1 temporary post to cover maternity leave  
To start 1<sup>st</sup> September 2026**

**“We are characterised by how we treat our people”**

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

We wish to appoint an enthusiastic person, with the skills and ability to support students and establish positive relationships to promote excellent learning. This is an exciting opportunity to become part of a supportive team, committed to ensuring our young people are safe, healthy and supported to achieve.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

We are looking for Teaching Assistants who will:

- Assist in the specific medical/care needs of pupils, including intimate personal care such as toileting/changing
- Develop positive relationships with students to assist their progress and attainment
- Implement structured learning activities, monitor and review pupil achievements relating to their targets
- Model ambition, respect, belonging, hard work and a good sense of humour

Due to the personal care requirements of this role, there is a genuine occupational requirement for the successful applicants to be female.

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

**Salary will be dependent upon experience:**

**TA2a Grade 4 pt 4-6, Actual Annual Salary £19,780 - £19,810pa**

**TA2b Grade 5 pt 6-11, Actual Annual Salary £19,810 - £21,452pa**

**For an application pack please:**

- download from the college website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)
- or email [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)
- or telephone 01282 682313

Send your completed Application form (only the version attached) stating which post you wish to apply for to:  
[recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

**Closing date: 9am Tuesday 23<sup>rd</sup> June 2026**

**Shortlisting: Thursday 29<sup>th</sup> June 2026**

**Interviews: Wednesday 8<sup>th</sup> July 2026**

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

**Role Profile – Operational Context Form**

<b>Post title: Teaching Assistant 2(a)</b>					
<b>Grade:</b>	Grade 4 Point:4-6	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<b>Location:</b>	Sir John Thursby Community College		<b>Team:</b>	Student Support/Inclusion/SEND	
<p><b>Scope of role:</b> Under the SENDCos and teachers’ clear guidance, in respect of their work with individuals or small groups, to support the educational, personal, independence and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to support access to learning, to ensure pupils remain on task and to report progress to the teacher.</p>					
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>- Under the SENDCos and teachers’ clear guidance implement structured learning activities and to assist individual/group of pupils to complete tasks.</li> <li>- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.</li> <li>- To develop positive relationships with pupils to assist pupil progress and attainment.</li> <li>- To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>- Support pupils as part of a planned inclusion programme</li> <li>- To assist in the development of varying skills that support pupils' learning.</li> <li>- To ensure that the students are able to use specific equipment appropriate to their needs.</li> <li>- To assist in the specific medical/care needs of pupils. This will include supporting students with intimate personal care, including toileting/changing.</li> </ul> <p><b>Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>- To assist in the monitoring/recording of pupil progress, problems and developmental needs.</li> <li>- To assist in the production of learning resources.</li> <li>- To undertake routine classroom administrative tasks including the maintenance of records.</li> <li>- To assist in pupil supervision and assist in the management of pupil behaviour.</li> <li>- To provide information to the class teacher to assist in the planning of work programmes.</li> <li>- To liaise with the school's nominated person in respect of pupil absence.</li> <li>- To assist with the arrangements for out of school learning activities including the administration of work experience.</li> <li>- To provide clerical and administrative support including the collection and recording of money.</li> <li>- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work</li> </ul>					

**Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities
- **Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

<b>Agreed by:</b>	E Black	<b>Date:</b>	June 2026
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**EQUAL OPPORTUNITIES**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**HEALTH AND SAFETY**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**SAFEGUARDING COMMITMENT**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**ATTENDANCE**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

### Person Specification

#### Post Title - Teaching Assistant - Level 2(a)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<b>Qualifications</b>  NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
<b>Experience</b>  Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E  D  D  D	A, I  A, I  A, I  A, I
<b>Knowledge/skills/abilities</b>  Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate (or willingness to undertake training) Administrative skills Knowledge of National Curriculum Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E  E  E  E  E  D  D  D  E  D  D  E  D  E	A, I  A, I  A, I  A, I  A, I  A, I  A, I  A  A, I  A  A, I  A, I  A, I
<b>Other</b>  Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work	E  E  E	A  A, I  R
<b>Note: We will always consider your references before confirming a job offer in writing</b>		

Lancashire County Council

**Role Profile – Operational Context Form**

<b>Post title: Teaching Assistant 2(b)</b>					
<b>Grade:</b>	Grade 5 Point: 6-11	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<b>Location:</b>	Sir John Thursby Community College	<b>Team:</b>	Student Support/Inclusion/SEND		
<p><b>Scope of role:</b> Under the general supervision and direction of the SENDCos and teachers, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.</p>					
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p>					
<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>- Under the SENDCos and teachers' clear guidance, implement structured learning activities for individuals and groups of pupils.</li> <li>- To undertake activities in order to monitor the personal social and emotional needs of pupils.</li> <li>- To develop positive relationships with pupils to promote pupil progress and attainment.</li> <li>- To assist in the devising of pupil's individual targets and their monitoring and review.</li> <li>- Support pupils as part of a planned inclusion programme</li> <li>- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.</li> <li>- To assist in the development of varying skills that support pupils' learning.</li> <li>- To ensure that the students are able to use specific equipment appropriate to their needs.</li> <li>- To assist in the specific medical/care needs of pupils. This will include supporting students with intimate person care, including toileting/changing.</li> </ul>					
<p><b>Support for the Teacher</b></p> <ul style="list-style-type: none"> <li>- To monitor and record pupil progress and developmental needs.</li> <li>- To produce relevant classroom resources.</li> <li>- To undertake classroom administrative tasks including the maintenance of records.</li> <li>- To assist in pupil supervision and assist in the management of pupil behaviour.</li> <li>- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.</li> <li>- To provide information to the class teacher to assist in the planning of work programmes.</li> <li>- To liaise with the school's nominated person in respect of pupil absence.</li> <li>- To assist with the arrangements for out of school learning activities including the administration of work experience.</li> <li>- To provide clerical and administrative support including the collection and recording of money.</li> <li>- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work</li> </ul>					

### Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities
- **Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

<b>Agreed by:</b>	E Black	<b>Date:</b>	June 2026
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#### EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### SAFEGUARDING COMMITMENT

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### ATTENDANCE

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification**  
**Post Title - Teaching Assistant - Level 2(b)**

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<p><b>Qualifications</b></p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent)</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy</p>	<p>D</p> <p>D</p>	<p>A</p> <p>A</p>
<p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>A, I</p> <p>A, I</p> <p></p> <p>A, I</p>
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to supervise and assist pupils</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid Certificate (or willingness to undertake training)</p> <p>Moving &amp; Handling (people) Certificate (or willingness to undertake training)</p> <p>Administrative skills</p> <p>Knowledge of National Curriculum</p> <p>Good numeracy and literacy skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p>A</p> <p>A, I</p> <p>A, I</p> <p></p>

<p><b>Other</b></p> <p>Commitment to undertake in –service development          Commitment to safeguarding and protecting the welfare of children and young people          Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E E E</p>	<p>A A, I R</p>
<p><b>Note: We will always consider your references before confirming a job offer in writing</b></p>		

Date created: 13/02/2023

## Employee Benefits - Why Choose Sir John Thursby Community College

- A commitment to staff wellbeing, development, training and support.
- Modern, facilities managed, school building with excellent facilities for learners and colleagues
- Smart boards and visualizers in every classroom to support high quality teaching and learning
- Generous non-contact time with **20% for MPS/UPS teachers**
- Well planned school calendar to support professional and personal life balance
- Family friendly employer with opportunities for flexible working, including part-time, job share, term-time working – dependant on your job role and business need
- Access to a **high quality CPD programme** focussing on key areas of implementation based on the latest Educational Research and planned around the EEF guidance on professional development.
- Opportunities to access **external courses and training**
- Membership of The National College for all staff
- High quality induction, support and training for Early Career Teachers
- ‘Welcome to SJT’ induction day to ensure you feel ‘first day ready’ with on-going ‘on boarding’ follow up
- Disaggregated INSET to support long weekend in November to rest and recharge
- Pension: Membership of the Teachers’ Pension Scheme (TPS) with employer contributions of 23.68% or the Local Government Pension Scheme (LGPS) with generous employer contribution
- Positive climate for learning around school supported through our brilliant basics and behaviour policy
- Proactive, supportive and visible Leadership Team to support the climate around school
- Great Pennine location with good transport links both cross country and the motorway as well as public transport options
- Automatic annual pay progression for all teachers
- Staff commendation programme
- Access to free mental health and wellbeing support along with access to the LCC Employee health & wellbeing website and digital health and wellbeing platform - Optimise
- Opportunity to earn additional income and access complimentary lunch through lunch time duties
- Occupational Health Service
- Occupational sick pay scheme
- Cycle to work scheme
- Free car park
- Onsite catering facilities with complimentary morning coffee shop
- Staff discount scheme (in partnership with Vivup) gives employees access to a huge range of discounts across the UK’s major retailers including supermarkets, technology, fashion, travel and much more!
- A long service award scheme



# STRATEGIC VISION AND VALUES

## 2025 - 2028

	<b>AMBITION</b>	To enable social mobility and to make a difference in the lives of our students.
	<b>RESPECT</b>	To enable our young people to become confident, resilient, informed, adaptable and caring members of society.
	<b>BELONGING</b>	To be a community-centred school, where all students achieve the academic success needed for further study and employment.

### OUR STRATEGIC PRIORITIES "WE WILL"

1. Deliver a well-structured, knowledge-based and research-driven curriculum
2. Invest in the development of high literacy levels
3. Ensure that all students benefit from mixed-attainment teaching
4. Accurately assess to address gaps in learning
5. Achieve high standards of respectful behaviour
6. Invest in impactful and transformational leadership at all levels, taking the actions that make the biggest difference
7. Ensure we recruit, train and retain high-quality professionals

### OUR VALUES

- We are **ambitious** for our students
- We **value and invest** in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are **known, valued and loved**
- Our families play a key role in supporting our students to be successful
- We ensure our curriculum includes opportunities outside the classroom
- All of us at SJT have the capacity to improve what we do

### MEASURES OF OUR SUCCESS

- AMBITION** We will have academic outcomes in the top 20% of schools and ensure all our students can access high-quality apprenticeships, degrees or training.
- RESPECT** Our students will behave well, leading to teachers being able to deliver exciting and engaging lessons and experiences linked to our ambitious curriculum. We will maintain a commitment to well-being, workload, research and career progression for staff.
- BELONGING** We will be characterised by how we treat, train and develop our people. Our team will be empowered to make a difference.



## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313  
[www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)